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July 22, 1982

MEMORANDUM FOR : Office of the Director Central Intelligence  
Office of Deputy Director Administration  
Office of Deputy Director Intelligence  
Office of Deputy Director Science and Technology  
Office of Deputy Director Operations

THROUGH : Chief, Records Management Division

FROM :   
Director, Office of Information Services

SUBJECT : Charter for OIS Audiovisual Records Inventory

1. Purpose: This memorandum confirms and documents my instructions for OIS's Audiovisual Records Program Manager,  to conduct an audiovisual records inventory in CIA. It also contains his plan for conducting the inventory.

2. Background: During our review of the Audiovisual Records Program, it became apparent that OIS needs to establish a workable Audiovisual Records Management Program. Audiovisual Records is an area that for the most part, I suspect, has been neglected by CIA managers. As an expanding organization, we can no longer afford to ignore this area. Therefore, I have asked  to use a systems approach to establishing a workable Audiovisual Records Management Program and develop a plan for this project. This memorandum and the attached plan constitute the first milestone.

3. Responsibility:  is appointed as project manager for the Audiovisual Records Inventory. He will conduct the inventory in

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accordance with the attached plan, reporting progress to me through my Chief, Records Management Division. He will report his findings and recommendations to me in a formal report at the conclusion of the project. I urge each of you and those who report to you to cooperate with  in making this a useful and productive inventory.

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